

Managing Skylert within Skyward Family Access

Skylert allows parents and guardians in the Monroe County Community School Corporation to maintain their contact preferences for various communications from the corporation.

IF YOU HAVE MORE THAN ONE CHILD in MCCSC, you need to set your settings for each CHILD.

1. Select Child using the Student Selection list. Then, use the check boxes to select which phone numbers/email addresses should receive calls, emails, or text messages**:

Please contact your student's school to update phone number or email

Contact Info	Emergency	Attendance	General	Non-school Hours Emergency	Food Service	Email List	Weather Delay/Closing	Survey
Primary Phone: (812) 123-4567	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cellular Phone: (812) 456-7890	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone: (812) 098-7654	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: jdoe@domain.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

****Primary Guardians are not allowed to update their Skyward Contact Info****

Phone Numbers	Emergency	Attendance	General	Non-school Hours Emergency	Food Service	Email List	Weather Delay/Closing	Survey
Additional Phone 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Email Addresses	Emergency	Attendance	General	Non-school Hours Emergency	Food Service	Email List	Weather Delay/Closing	Survey
Additional Email 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Email 2: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Text Message Numbers	Emergency	Attendance	General	Non-school Hours Emergency	Food Service	Email List	Weather Delay/Closing
Phone 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 2: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. Click SAVE when done to save your changes, make sure you set for all your children.

****Standard Message Rates may apply to text messages****

Broadcast Type Key

Emergency – Situations requiring immediate notification (parents and guardians Cannot Opt-Out)

Attendance – Automated calls informing guardians of a student's absence from school without notification (parents and guardians Cannot Opt-Out)

General – Informational calls regarding school events, activities or general announcements

Non-school Hours Emergency – emergencies taking place after 7PM or before 6AM that require immediate notification

Food Service – Automated calls informing guardians of a low-balance in their student's food service account

Email List – Email-only communications that regarding school events, activities or general announcements

Weather Delay/Closing – School closings for weather –related events such as Delayed Schedule or

Cancellation (Message could be sent before 6AM)

Survey – School-related surveys (Phone Only)

Need help logging into Family Access???

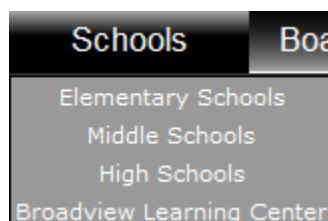
1. Go to www.mccsc.edu
2. Click on Families, **Families**
3. Click on Skyward Family Access
4. Login With Login ID and Password, Click Sign In



5. If you are not setup for Family Access you must contact your school, and they will need to verify your identity to get you setup.
6. A list of phone numbers for schools can be found here:

www.mccsc.edu

Choose your school type to contact:



7. When you call tell the Main Office you need to talk to Enrollment Secretary to get setup for Family Access.